

8 August 1973

APPLICATIONS DIVISION

Mission and Organization

Introduction

The general guidelines for the organization and mission of the Applications Division was presented in a memorandum of 10 July 1973 from the D/OJCS. This memorandum creates one Division in OJCS that will have responsibility for the analysis, development and maintenance of computer applications for agency components. The formal organization will consist of branches with similar skill pools from which project teams will be organized to meet the needs of all active projects. The project teams, during their life, will be monitored and controlled by a Project Management Group which will analyze projects, allocate resources, conduct technical reviews, and monitor progress of project team activities. A Production Staff will monitor and control all maintenance and processing of production programs and will draw the required skills from the branches.

Mission

The general mission of the Applications Division is to assist agency components in utilizing computers by analyzing requirements and maintaining software support systems and programs to meet their needs. The Division must maintain an inventory of scientific, management, and computer skills necessary to analyze, design, program, test, document, and maintain problem oriented software. The division will also provide all production control for programs for which the division has processing responsibility.

Organization

The general organization will consist of a Division with a double deputy system organized to meet the dual responsibility of 1) production management and 2) project management. There will be a Deputy Chief for Production and Support and a Deputy Chief for Project Management, respectively.

Production and Support Staff

Deputy Chief for Production and Support

The Division Deputy for Production and Support will be responsible for production management and for providing all the external support and facilities required by the Division to accomplish its mission. He acts as the Division's senior administrative and executive officer and is responsible for:

- maintaining all normal administrative, logistical, budgeting, and statistical services;
- all data necessary to determine schedule and cost of Division projects;
- establishing and maintaining Division Quality Control standards;
- maintaining the final documentation and production control of completed projects and support programs;
- managing the maintenance and production of completed projects. He will form and manage maintenance and production facilities by drawing from the skill inventories of the branches,
- acting as the Chief of the Production and Support Staff.

The Production and Support Staff is composed of permanently assigned personnel with management, programming, and clerical skills necessary to support Division requirements in maintaining complete records and continuity on all active and completed projects. The Staff will be divided functionally into two groups as follows:

Assistant for Support - will provide administrative support to the division and will support active projects currently being controlled by the Project Management Group (PMG). He will be responsible for:

- direct support to the PMG and the Project Team Leader (PTL) in providing or arranging for special support which is required to meet project goals;
- collecting the necessary data and maintaining project cost and schedule information;
- maintaining quality control for active projects;
- coordinating with other OJCS divisions and agency offices for special hardware, system software, test software, or contract services required by the project;
- assisting in preparing project test requirements and data;
- assisting in all program testing and documentation to include required microfiche and microfilm, and
- providing administrative support to the Division.

Assistant for Production - will provide the overall administrative and quality control of completed programs and projects. He will be responsible for:

- maintaining documentation for quality and production control;

- arranging for all fixes and/or changes to completed project programs. This will include microfiche and microfilm of source code, engineering data, and run documentation;
- retesting all completed program and project software required by changes in the OJCS Operating System hardware or software; maintaining a test job stream representative of production applications;
- maintaining a library of software routines which may be useful in current or future projects;
- maintaining division statistical data that may be required; and
- maintaining schedules and requirements for production control work.

Project Management Group

Deputy Chief for Project Management

The Division Deputy for Project Management is responsible for the control and management of all active projects in the Division. He acts as the Division's senior technical officer. He is responsible for:

- Projecting the Division's skill inventory needs required to meet the total Division work requirements, and tasks the branch chiefs to recruit and train to meet these needs;
- Establishing technical standards for control, development, testing, and documentation of projects;
- Maintaining technical libraries, literature and reference material required in the Division;

- Approving projects or preparing project approval requests in accordance with established policy;
- Scheduling technical reviews of all projects at critical milestones;
- Adjusts priorities and skills to maintain project schedule and cost;
- Preparation of all final documentation necessary to complete a project and turn it over for production;
- Being Chief of the Project Management Group.

Project Management Group

The Project Management Group is composed of senior Division personnel with scientific, general and computer skills required to control all project development. Individual members of the group will be assigned monitoring responsibility for specific projects, but formal reviews and critiques of the projects will be performed collectively. The Management Group acts as the Division's senior analyst-programmer officers. They are responsible for:

- overall technical excellence of project products;
- reviewing all project requirements and establishing standards to control the project;
- selecting, in coordination with Branch Chiefs, all project personnel;
- reviewing and critiquing design, solution algorithms, human factors, the programming techniques, engineering, structures, and program efficiency of all projects;
- identifying support requirements and coordinating these through the Production and Support Staff to insure the successful completion of all projects;

- (6) - certifying a project or project phase complete and ready for quality control and/or production, and
- coordinating the writing of a contract with the prospective Project Leader which specifies projected utilization of resources, milestones, review points, and completion dates of the project.

Support Branches

There are four (4) Support Branches in the Division, each composed of related skills and headed by a Branch Chief.

The Branch Chief is assigned the responsibility of maintaining a pool of skilled personnel necessary to provide support to the PMG and provide program maintenance, production and/or operation support on completed projects.

They are responsible for:

- maintaining a complete individual inventory of personnel skills and capabilities;
- maintain time phased records of project assignments with task priorities for each individual assigned;
- recruiting and training personnel required to meet the branch "skill pool" requirements;
- assigning manpower to provide maintenance and production of completed projects;
- coordinating and assigning project leaders and members who will best meet the project requirements;

- managing the career development of members of the branch, and
- evaluating branch personnel by either writing or coordinating the performance appraisals and other periodic reviews.

Scientific Support Branch

This Branch is composed of personnel whose basic skill is in the scientific area because of training or experience. The primary skills are in mathematics, physics, engineering, chemistry, medicine, biology, and/or the associated or related scientific fields. Each man also has related computer skills. This Branch provides scientific and technical skills, as required, by the PMG and the Production Staff.

General Support Branch

This Branch is composed of personnel whose basic skills are in general subject areas such as management, accounting, intelligence, business, law, geography, or other subject areas related to intelligence or management support. Each person has a related and supportive computer skill. This Branch provides the above skills as required by the PMG and the Production Staff.

Computer Support Branch

This Branch is composed of personnel whose basic skill is in the computer use area. Also, each person has supportive skills in the intelligence or management support areas, or he may have specialized skills related to systems programming. This Branch provides the above skills as required by the PMG and the Production Staff.

Requirements Support Branch

The Requirements Support Branch is composed of personnel whose basic skill is primarily in some Agency career field other than computer programming. They are normally assigned to the Division for periods up to two years to provide special knowledge or skills which are required for project development and/or production. They may be specialists in personnel, intelligence, security, communications, logistics, secretarial, or

computer operations. This Branch provides the special analyst and support skills as required by the PMG and provides data preparation, output verification and special equipment operation required for production. This Branch also has responsibility for the development and staffing of the Data Access Centers until such centers are operational and transferred to operational components.

Division Management Review Board

This Board is composed of the Division Chief (Chairman), the two (2) Deputy Division Chiefs, senior members of the Project Management Group, and the Branch Chiefs as permanent members. The Division Chief may also appoint temporary members from other division teams or staffs. This group will meet at least monthly to review the status of all assigned projects. Special meetings can be requested by any member of the Project Management Group or any Project Team Leader who has special problems to discuss. The Division Management Review Board will review status, schedule, costs, priority, and requested or recommended changes to projects and make necessary resource adjustments to meet requirements. It will also review requirements for major new projects.

STATINTL

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